



CAROLYN MITKOWSKI

Multimedia Designer

Work Phone: 515-6769

NC STATE UNIVERSITY Department of Biological and Agricultural Engineering

2/1997 – present

Multimedia Designer Design and Maintain web site at: www.bae.ncsu.edu , Personal work site at:

www.bae.ncsu.edu/support/graphics/

Employed to assist an engineering department in communication concerns managing the department graphic budget and equipment. Tasks: include the design of department promotional materials, brochures, fliers, posters, ads, and presentations. Design and upkeep of the department web pages (knowledge of html/xml, css style sheets and basic php). Design and writing of an annual alumni newsletter www.bae.ncsu.edu/news/alumni-news.php. Update of building signage and displays. Preparation of large format posters for student capstone final presentations, symposiums, and faculty conferences. Assist extension personnel with CAD engineered plan printing. Download and assist with editing video for courses, YouTube and video presentation shorts. Oversee multimedia equipment loans for department personnel and student use. The equipment includes; digital projectors, video recorders and cameras, CD and DVD duplicators, scanners and slide scanner, B&W and color printers, 42" laminator and large format poster printer. Oversee four graphic room computers loaded with graphic software and maintaining their current licenses. Troubleshoot media equipment and call repair vendors as needed. Currently, working with the department web committee to update outdated sections of the web site needing faculty copy input. When possible shooting and editing video for multimedia courses, web projects and CD based courses. Projects created on a PC SYSTEM—with software MACROMEDIA PRODUCTS Dreamweaver, Fireworks, Freehand and some Flash - ADOBE PRODUCTS InDesign/Pagemaker, Photoshop, Illustrator and Acrobat - ALL MICROSOFT OFFICE PRODUCTS generally PowerPoint. VIDEO PRODUCTS, Panicle Studio, Camtasia Studio, Adobe Premiere and other video format conversion software.

Warehousing Engineering Consulting Firm

8/1995 - 6/1996

Graphic Designer ----- A world wide engineering-based warehouse consulting firm.

Employed to assist and aid in establishing an in-house graphic department. Position required refreshing the company's corporate look on all printed materials with special emphasis on technical publications and reports. Some interface with vendors seeing to printing arrangements. PC SYSTEM—PAGEMAKER, PHOTOSHOP, COREL DRAW, POWERPOINT.

Prepress Design Service

1/1994 - 7/1995

Key Graphic Artist/supervised second shift ----- Prepress design service providing second party design & format of technical educational books & encyclopedias for corporate publishing clients.

4-Color book design work, formatting text to final corrections and prepress preparation. Abilities include photo scanning and photo correction work as well as the creation of detailed charts, diagrams and transparencies from input data. MAC SYSTEM—QUARK EXPRESS, PHOTO SHOP, ALDUS PERSUASION, PAGEMAKER, FREEHAND, FRAMEMAKER. High-end printing equipment (linotronic) negative output.

Publishing Company

10/1989 - 6/1993

Key Graphic Artist ----- A trade publishing company servicing industries with newspapers and magazines.

Providing timely completion of design and layout of publications including; charts, classifieds and advertisements for two monthly newspapers and one magazine. Assist other designer with advertisements for two additional newspapers .Design all company promotional materials such as fliers, postcards, advertising rate sheets, company letterheads and forms. MAC SYSTEM—QUARK EXPRESS, ADOBE ILLUSTRATOR, ADOBE PHOTOSHOP, OFOTO AD MAKER, and MULTI AD CREATOR and PAGE DIRECTOR. High-end printing equipment (varitype) negative output.

EDUCATION -----

MFA ----- Long Island University / C.W. Post Campus, Greenvale, N.Y (30 credits) www.liu.edu/liu_start.html

BFA ----- Parsons School of Design / The New School, NYC, New York www.newschool.edu/

AAS ----- New York State University – Farmingdale College, Long Island, New York www.farmingdale.edu/